**DATE**

**Mr. /Ms. X, Title**

**Organization Name**

**Address**

**City, State ZIP**

Dear **Mr. /Ms X:**

The University of Idaho is requesting a no cost time extension for the project entitled **“*project name*”** funded under (**sponsor’s award number here**). We are requesting this extension for the following reason(s):

**Give your reason here. Be sure to include the work still needing to be done, the amount of time needed to complete the project, and the requested new end date.**

We are therefore respectfully requesting the term of this project be extended by **amount of time** through **date**.

If you have any questions, please contact postaward@uidaho.edu or (208) 885-6651.

Sincerely,

(***Please sign the letter prior to submitting to OSP Post Award; OSP will print/copy onto UI OSP letterhead***)

**Your Name**

Principal Investigator

Deborah N. Shaver

Director, Office of Sponsored Programs